

## Online Government Resources

### Massachusetts

Massachusetts State Archives, Records Management Unit

<http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm>

Links to PDF of *Municipal Records Retention Manual*, 2011; *Supervisor of Public Records Bulletins*; *Technical Bulletins*; *Records Storage Areas*; *Microfilm Regulations*; and *Guideline for the Documentation of Record-keeping Systems*

Look at *Manual* first as some of the others are included.

Massachusetts Board of Library Commissioners, Preservation Section

<http://mblc.state.ma.us/advisory/preservation/resources.php>

Links to services it provides, not only to public libraries but also to municipal clerks, especially disaster preparedness

### Other States

<http://www.archives.alabama.gov/slo.html>

**Alabama Department of Archives and History** has publications *re* records storage, filming, imaging, and other topics.

[http://www.lib.az.us/records/schedules\\_and\\_manuals.cfm](http://www.lib.az.us/records/schedules_and_manuals.cfm)

**Arizona State Library, Archives & Public Records.** Standards and Guidelines include simple chart depicting minimum standards for scanning. Also *Preservation and Filing of Paper-based Arizona Government Records* at

<http://www.lib.az.us/records/documents/pdf/FilingMan.pdf> (Be patient - it does exist)

<http://dlis.dos.state.fl.us/recordsmgmt/publications.cfm>

**Florida Bureau of Archives and Records Management.** Good online publications available *re* public records storage, micrographics, electronic records management, files management, and a records management self-evaluation guide as well as a records inventory worksheet in Word that can be downloaded.

[http://sos.georgia.gov/archives/who\\_are\\_we/rims/default.htm](http://sos.georgia.gov/archives/who_are_we/rims/default.htm)

**Georgia Archives.** Publications include many “Archives Advices” on various topics including keeping email, records classification, digital imaging, microfilming. Its *Electronic Records Management: Checklist of Requirements* of particular value. Also check out its *Local Government Records Management Evaluation Tool*.

[http://www.mnhs.org/preserve/records/gov\\_services.htm](http://www.mnhs.org/preserve/records/gov_services.htm)

**Minnesota State Archives (Minnesota Historical Society).** Publications and guidelines relating to records management, including significant information regarding electronic records, such as *Minnesota Recordkeeping Metadata Standard*, *Electronic Records Management Guidelines*, and *Trustworthy Information Systems Handbook*.

[http://www.archives.nysed.gov/a/records/mr\\_local.shtml#pubs](http://www.archives.nysed.gov/a/records/mr_local.shtml#pubs)

**New York State Archives and Records Administration.** Many publications, including *Developing a Policy for Managing Email*, 2008 relating to local government records. Also cubic foot equivalents table at [http://www.archives.nysed.gov/a/grants/grants\\_lgrmif\\_appl\\_cubicequiv.shtml](http://www.archives.nysed.gov/a/grants/grants_lgrmif_appl_cubicequiv.shtml)

<http://www.lva.virginia.gov/agencies/records/>

**Library of Virginia (State Archives).** Publications include *Email Management Guidelines*, 2009, *Digital Imaging Guidelines*, 2008

## Federal Government

<http://www.epa.gov/records/tools/index.htm>

**Environmental Protection Agency** Records Management unit has excellent how-to publications. Also a flowchart “What is a Record” at <http://www.epa.gov/records/whatis/what.pdf>

<http://jrtc.fhu.disa.mil/recmgt/register.html>

**Department of Defense DoD5015.2-STD Compliant Records Management Applications Register.** The National Archives endorsed its use by all Federal agencies. Click on RMA Project Menu DoD5015.2-STD for information about and the Standard itself.

<http://www.archives.gov/>

**National Archives and Records Administration** has information available relating to preservation and records management. Look at right sidebar for links. Its Electronic Records Toolkit includes many resources (some may be dated). Table is at <http://www.archives.gov/records-mgmt/toolkit/pdf/all-nara-non-nara-tools.pdf>

*Records Management Self-Assessment Report: An Assessment of Records Management*

*Programs in the Federal Government*, 2011, National Archives and Records Administration [NARA] at  
<http://www.archives.gov/records-mgmt/pdf/rm-self-assessment.pdf>  
What NARA considers good RM practices and results of the questionnaire.

*Survey of Federal Agency Records Management Applications*, 2007, NARA.  
<http://www.archives.gov/records-mgmt/resources/rma-study-07.pdf>  
Provides results about specific products and how being used by about a half dozen agencies; some discussion about email also.

*Technical Guidelines for Digitizing Archival Materials for Electronic Access : Creation of Production Master Files - Raster Images*, by Steven Puglia, et.al., National Archives and Records Administration, 2004  
<http://www.archives.gov/preservation/technical/guidelines.pdf>  
For one page scanning matrix (the basic information), see  
<http://www.archives.gov/preservation/technical/guidelines-matrix.pdf>

Also check out its Records Management Training Learn Center for webinars and other training, sometimes offered in Boston at  
<https://nara.learn.com/learncenter.asp?sessionid=3-66A1F8E3-F110-45BD-A95F-A3CE2FF1369B&id=178413>

### **National Organizations**

<http://www.armaedfoundation.org/report1.html>

#### **ARMA International Educational Foundation**

Among the many research reports available --

*A Guide to Commonly Used National and International Records Management Standards and Best Practices* by Virginia A. Jones, 2010 at  
[http://www.armaedfoundation.org/pdfs/V\\_Jones\\_RIM\\_Standards2010.pdf](http://www.armaedfoundation.org/pdfs/V_Jones_RIM_Standards2010.pdf)

*A Minor Nuisance Spread Across the Organization: Factors Leading to the Establishment and Support of Records and Information Management Programs* by Richard J. Cox, 2005

<http://www.nagara.org/displaycommon.cfm?an=1&subarticlenbr=67>

**NAGARA** [National Association of Government Archives and Records Administrators] Publications, cosponsored with the International Institute of Municipal Clerks, include *Records Management Technical Bulletins Series* and

*Archival Programs for Local Governments*. Also a Document Library at <http://www.nagararesources.org/>. Visitors may view documents but must register to download. Includes digitization, filming, file management.

<http://rc.statearchivists.org/>

**Council of State Archivists** Resource Center. Click on *Topics* to view online publications individual states have provided relating to Archives and Records Management. Also much information about IPER (Intergovernmental Preparedness for Essential Records) a FEMA-funded nationwide disaster preparedness project.

### Other on-line resources

*AABC Manual for Small Archives*, Archives Association of British Columbia, 1988, 1994  
<http://aabc.ca/msa/>

*The AABC Archivist's Toolkit*, Archives Association of British Columbia, last updated March 2010

[http://aabc.ca/TK\\_00\\_main\\_page.html](http://aabc.ca/TK_00_main_page.html)

Includes publications, policies from municipal archives in Canada.

*Archival Processing Manual for Student Assistants and Interns*, Duke University  
<http://library.duke.edu/specialcollections/about/techservices/procmanual.pdf>

*BCR's CDP Digital Imaging Best Practices, version 2.0* June 2008 at

[http://mwdl.org/public/mwdl/digital-imaging-bp\\_2.0.pdf](http://mwdl.org/public/mwdl/digital-imaging-bp_2.0.pdf)

Based upon Colorado Digitization Program's Best Practices, 2003. This publication is aimed at those organizations digitizing permanently valuable textual materials, maps, photographs. In addition to best practices, includes naming conventions, useful glossary, data center requirements.

*Electronic Records Survey 2009*, Cohasset Associates and ARMA International, and *The Legality of Digital Image Copies of Paper Records*, 2008, Cohasset Associates  
Among many downloads from this consulting firm, well-known for its annual National Conference for Managing Electronic Records [MER] Conference  
at [http://www.cohasset.com/survey\\_research.php](http://www.cohasset.com/survey_research.php)

*Files Management Handbook*, Indiana Commission on Public Records at  
<http://www.in.gov/icpr/files/filehandbook.pdf>

*Government Recordkeeping Manual*, NSW [New South Wales] Australia at  
<http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual>

Australia was the leader in electronic recordkeeping and this online manual provides theoretical and practical information.

Also from NSW, EDRMS [ Electronic Document Records Management System] Rules at <http://futureproof.records.nsw.gov.au/edrms-business-rules/>

*Introduction to Archival Organization and Description* by Michael J. Fox and Peter L. Wilkerson, J. Paul Getty Trust, 1998

[http://www.getty.edu/research/conducting\\_research/standards/introarchives/](http://www.getty.edu/research/conducting_research/standards/introarchives/)

Note: online version no longer available from website - must contact Getty Research at link provided

*Model Requirements for the Management of Electronic Records* [MoReq] (EU standards) at  
[www.moreq.info](http://www.moreq.info)

Start w/ FAQs for orientation.

The EU “specification” for managing electronic records. MoReq2 and the U.S. Department of Defense [DoD] 5015.2 Electronic Records Management Application Design Criteria Standard are the two “standards” for those organizations planning to employ electronic records management systems.

*Processing Manual for Archival and Special Collections* by Moravian College and Bethlehem Area Public Library, 2005

<http://home.moravian.edu/public/arch/resources/manual.pdf>

*Records Management Competency Profiles*, Government of Alberta

<https://www.rimp.gov.ab.ca/index.cfm?page=imtopics/competencies.html>

What RM skills required at different staff positions.

Also available is *Naming Conventions for Electronic Records* at  
<https://www.rimp.gov.ab.ca/publications/pdf/DocumentNamingConventions.pdf>

*RFP for Document Management System*, Sioux Falls, SD at

[http://www.sioxfalls.org/Business/rfq/2010/March/rfp\\_10\\_0049](http://www.sioxfalls.org/Business/rfq/2010/March/rfp_10_0049)

In addition to the RFP itself, the Procurement site itself may be of interest.

*Tip Sheet #6 Naming Conventions for Electronic Files and Folders*, York University at

<http://www.yorku.ca/univsec/infoprivacy/infotoolkit/docs/TipSheet6NamingConventionsEFilesFolders.pdf>  
Practical advice.

*Volunteering in Collection Care: Best Practice Guide 2011*, Archives and Records Association, UK & Ireland at  
[http://www.archives.org.uk/images/documents/VOLUNTEERING\\_in\\_COLLECTIONS\\_CARE\\_-\\_GUIDE-1.pdf](http://www.archives.org.uk/images/documents/VOLUNTEERING_in_COLLECTIONS_CARE_-_GUIDE-1.pdf)

*Video Preservation* ed. Hannah Frost, Conservation OnLine, 2008

<http://cool.conservation-us.org/bytopic/video/>

Links to many resources.

### **List servs**

*Archives and Archivists*

[http://www.archivists.org/listservs/arch\\_listserv\\_terms.asp](http://www.archivists.org/listservs/arch_listserv_terms.asp) To subscribe and post (do not need to be an SAA member); to view. Quite active.

*Records Management List*

<http://lists.ufl.edu/cgi-bin/wa?SUBED1=RECMGMT-L&A=1> To join. Quite active.

*Erecs-L* [Management & Preservation of Electronic Records]

<http://www.lsoft.com/scripts/wl.exe?SL1=ERECS-L&H=LISTSERV.ALBANY.EDU>  
To join. Less active & more academic than the Records Management List.

### **Print Books**

*Active Filing for Business Records* by Ann Bennick (Prairie Village, KS: ARMA International), 2000.

*Arranging and Describing Archives and Manuscripts* (Archival Fundamentals Series II) by Kathleen D. Roe, Society of American Archivists, 2005

*Documenting Localities* by Richard J. Cox, Society of American Archivists and Scarecrow Press, Inc., 1996

*Emergency Management for Records and Information Programs* by Virginia A. Jones & Kris E. Keyes (Prairie Village, KS: ARMA International), 1997.

Checklists at end of each chapter plus sample forms

*Organizing Archival Records: A Practical Method of Arrangement and Description for Small Archives* by David W. Carmicheal, AltaMira Press, 2003

Includes a CD with forms and even a database that might be used to become

accustomed to archival processing.

*Records Management: A Practical Guide for Cities and Counties* by Julian L. Mims III, ICMA (Intl City/county Management Assn), 1996

***Organizations with publications & websites of potential interest***

**ARMA International** (formerly Association of Records Managers & Administrators International)

11880 College Blvd., Suite 450  
Overland Park, KS 66210, USA  
913.341.3808  
800.422.2762

website: <http://www.arma.org>

Membership organization that has annual meeting, local chapters hold monthly meetings (there is a Boston chapter). Active publications program.

**AIIM** (Acronym remains its “name” but calls itself Enterprise Content Management Association)

1100 Wayne Avenue, Suite 1100 Silver Spring, MD 20910-5603 Phone: 301-587-8202  
Website: <http://www.aiim.org>

Membership organization; source for ANSI/AIIM standards for microforms & imaging. Also PDF-A.

**National Association of Government Archives and Records Administrators**

Membership & Publication Services

NAGARA

1450 Western Avenue, Suite 101  
Albany, NY 12203  
(518) 694-8472

[nagara@caphill.com](mailto:nagara@caphill.com)

Website: <http://www.nagara.org>

Membership organization. Annual meetings, perhaps of greater relevance than either of the archival organizations or ARMA. This year’s meeting is in mid July in Nashville. Back issues of quarterly newsletter and *Records Management Technical Bulletins* available on-line. Website also useful because of its links to all state archives’ sites which, in turn, will lead to much information about records storage, micrographics, digital imaging, electronic records, policies, guidelines, etc. Includes links to various Federal programs



aimed at municipalities.

**New England Archivists (NEA)**

Rodney Obien, Membership Secretary

c/o Wallace E. Mason Library

Mailstop: 3201

Keene State College

229 Main Street

Keene, NH 03435-3201

[neamembership @ gmail.com](mailto:neamembership@gmail.com)

website: [www.newenglandarchivists.org](http://www.newenglandarchivists.org)

Membership organization, very reasonably priced. Semi-annual meetings; bi-monthly newsletter. Workshops with semi-annual meetings as well as at other times and places. Recommend checking website for program & educational offerings, especially Society of American Archivists workshops held at same time and same site.

**Northeast Document Conservation Center (NEDCC)**

100 Brickstone Square

Andover, MA 01810-1494

(978) 470-1010

website: [www.nedcc.org](http://www.nedcc.org)

The source for advice, on-line and print publications, workshops, and services relating to conservation, preservation, digital imaging of materials of archival value, disaster preparedness. Among its many on-line publications is:

Beth Patkus' *Assessing Preservation Needs: A Self-Survey Guide*

**Society of American Archivists (SAA)**

527 S. Wells St., 5th fl Chicago, IL 60607 Phone: 312/922-0140

website: <http://www.archivists.org/>

Membership organization; holds annual meeting, workshops, often in conjunction with regional archives groups; quarterly journal and monthly newsletter; active publications program with books available on all aspects of archival management, including permanent electronic records.